

Greater Muskegon Catholic Schools

Acceptable Use Policy

For Students in Grades K – 5

Rights and Responsibilities

Through the GMCS network, we are pleased to provide network services for student access to educational resources, to present information and to work collaboratively with peers and experts. These services are provided as a privilege. All students and staff must agree to the following policies in order to use the computer network at Greater Muskegon Catholic Schools.

There are networked computers (networked meaning the computers that are connected to the Internet, as well as shared resources on a server) accessible to students in classrooms, computer labs and libraries.

User Responsibilities - "Do's and Don'ts"

- Do use the network according to the school's code of conduct.
- Do use the network only for legal activity.
- Do print school work only. Outside school work/printing is allowed by permission of your teacher.
- Do use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do use the Internet only when you have permission from a teacher.
- Do not cut and paste information from the Internet as your own work.
- Do not access or change in any way another person's work.
- Do not gain or attempt to gain unauthorized access to resources or information.
- Do not log into the computer without permission.
- Do not damage or mistreat computer equipment under any circumstances.
- Do not copy, download or install any software or programs to school computers. Do not remove, relocate or modify hardware or software.
- Do not download or stream audio/video files. This limits everyone's use of our computer network.
- Do not connect to the GMCS network any personal computer or other equipment without permission from the technology staff. This includes (but is not limited to) laptop computers, gaming devices, storage devices, telephones, PDAs, digital cameras, and MP3 players. The GMCS Administration and/or Technology staff reserves the right to inspect the contents of this equipment at any time.

Personal Safety

- Report to your teacher or other adult any security problems, or information that makes you uncomfortable.

- Do not give out your home address, picture or phone number or those of other students or staff. Use school addresses and phone numbers only, and only with permission from an adult staff member.

Inappropriate Use

The students are responsible for their actions and activity during their login. Unacceptable uses of the network will result in the suspension or revoking of these privileges. Students will be referred to GMCS staff for disciplinary action.

Students should follow the values of our Catholic community when judging the appropriateness and content of material they access, transmit, publish or store on the network.

You should expect only limited privacy in the contents of your personal files on the GMCS network. Routine maintenance and monitoring of the network/Internet may lead to discovery that you have violated a GMCS policy or the law. Intent to violate policy will be considered the same as an actual policy violation.

This policy is updated periodically. Your signature on this Acceptable Use Policy is binding for subsequent Acceptable Use Policies. A copy of the most recent AUP is available at <http://www.gmcs.org>. Use of your account signifies your agreement with the updated policy.

Policy Enforcement Guidelines

Depending on the nature and severity of the policy violation and existing student handbook procedures regarding inappropriate behavior, the teacher or school administrator may take one or more of the following disciplinary actions:

- a. Verbal or written warning
- b. Temporary access denial
- c. Permanent access denial
- d. School suspension
- e. Expulsion
- f. Alternative punishment

Demonstrated intent to violate policy will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions that if successful or if carried out as intended, would result in a policy violation.

Evidence of attempted or actual system security, integrity, or performance-related incidents will be cause for immediate access denial.

If needed, the school administrator will refer the case to Local, State, or Federal authorities for further investigation.

Student (Grades K-5) and Parent Consent

I have read the GMCS Acceptable Use Policy and agree to follow all of the rules and regulations. I understand my rights and responsibilities with regard to technology. I understand that violation of the regulations may break a law. If I commit any violation my use and access privileges may be taken away and school disciplinary action may be taken which may include expulsion and/or appropriate legal action.

I AGREE TO FOLLOW THESE RULES.

(Families with siblings enrolled in the same K-5 school may fill out a single form.)

Student 1 Name: _____ Grade: _____

Student 2 Name: _____ Grade: _____

Student 3 Name: _____ Grade: _____

Student 4 Name: _____ Grade: _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to use school-networked computers. I have read the above stated rules and accept responsibility for setting and conveying standards for my child to use the Internet.

I understand that Internet access is designed for educational purposes, and that some material accessible via the Internet may contain items that are illegal, offensive, and controversial. GMCS uses SurfControl to block sites that are harmful and inappropriate to minors, but I understand that no filter can block everything. I recognize that it is impossible to restrict access to all of these materials, and I will not hold the school responsible for materials acquired on the network. In addition, it is possible for my student to purchase certain goods and services via the Internet, which could result in unwanted financial obligation for which I would be liable.

Indicated by my signature below, I have read and discussed the rules governing the GMCS network with my child and agree to support these policies. I hereby give my permission to issue Internet access to my son/daughter.

Parent Signature: _____

Date: _____ School: (circle one) St. Francis St. Michael

Permission for the Publication of Student Work/Pictures:

I understand that from time to time the school may wish to publish examples of student projects, photographs of students and other work on Internet-accessible websites. Student last names will never be published.

Yes No (circle one) My child's work may be published on the GMCS or school website.

Yes No (circle one) Photographs of my child may be published on the GMCS or school website.